**HPJ simulation instructions**

Website: [www.cengage.com/school/keyboarding/hpj](http://www.cengage.com/school/keyboarding/hpj)

Pages 233-242

**Read and follow directions for each document – you can get additional information on each document below that will apply specifically to Mrs. Ohlson’s class.**

**Job #1a** –.1a Complete a table with the branch manger’s information from the website. This table will be used as the data file for the merged documents in the simulation. The column headings for the table need to be: **Title, Last Name, First Name, Job Title, Address, City, State, ZIP.** Save as HPJ Job #1a

Job #1b – Add the five branch managers from the website to your contacts on your email account. It may help to create a separate group or category for these people. Please Print Screen your group when you have added all contacts. Paste the screen shot to word and save as HPJ Job #1b

**Job #2** – Using company letter head, mail merge this **letter** to each of the branch managers – print front to back – 2 pages per sheet, flip on the short edge You will need to type a new list for this first mail merge, but will be able to use this list for future mailings. Remember you won’t need phone numbers or email addresses to send them a letter. Save completed merge as HPJ Job #2.

**Job #3** – **Part A:** Using company letterhead, mail merge the 2 page letter to each branch manager. Mrs. Ohlson has given me instructions to help with 2nd page heading. Print front to back – 2 pages per sheet, flip on the short edge. **Part B:** Make Envelopes for each branch manager using mail merge feature. Print screen the envelopes to turn in and save the file for later use.

**Job #4** – Complete Job 4 as directed in text

**Job #5**– Email with Job #4 attached – address the email to the Branch Managers from you. Please send it to Mrs. Ohlson’s email address since we have provided you with fake email addresses for my branch managers.

**Print and hand in Jobs 1a,1b, 2, 3, 4**

**Job #6** update your contact info **on your email** account **and** in the **mail merge data file** for Serena DeCosta as directed in the instructions for Job 6 – print screen both of these changes for Job #6.

**Job #7** – Create a table of seminar descriptions. You should add shading and change borders as you see fit.– Information for this job is located on the web site under “Link to upcoming seminars” Arrange the information attractively on **one page.**

**Job #8** – Use outline numbering to create the agenda – keep the agenda to one column

**Job #9** – Mail merge letter to branch managers. Print front back by printing 2 pages per sheet and flipping on the short edge - don’t forget the enclosure notation for the agenda and hotel confirmation

**Job #10** – Create a schedule for each branch manager using a table – add shading and change borders to increase attractiveness. If this is completed correctly, you will have five tables.

**Print and hand in Jobs 6, 7, 8, 9, 10.**

**Job #11** – Follow the instructions in the book to create the seminar objectives

**Job #12** – Follow instructions to create memo – fit to one page

**Job #13** – Report – Create the report using Title Style for the Title and Heading I for the side headings and Subtitle style for the paragraph headings. Add a title page and reference page using the footnote info. References should be arranged alphabetical order by author’s last name.

**Job #14** – Make changes to the organizational chart. Look at each branch on the web for list of employees

**Job #15** – Create e-mail to the Communication Specialists from you. Again email to Mrs. Ohlson’s address.

**Job #16** – Finish the PowerPoint presentation as directed in the textbook. All slides should have transitions and all bullets should have effects. E-mail you completed presentation to Mrs. Ohlson.

**Print and hand in Jobs 11, 12, 13, 14**

**Instructions for eliminating the header on the 2nd page of Job #3**

1. Go to the last line of page #1
2. Insert a *Next Page* break on the **Page layout tab**
3. Open the header on page #2
4. Check the box in the header/footer toolbar that says “Different First Page”
5. On Line 1” type

(Title) (Last Name)

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**Reference pages for documents – HPJ Simulation**

**Memos and Email**– pages 60, 76, and 62 – pg 126

**Unbound Reports** – pages 87 & 89

**Tables** – pages 95 -98

**Business Letters** – pg 156

**Power Point** – pg 111